



## JOB DESCRIPTION

<b>Job Title:</b>	Programme Strategy Advisor – Humanitarian Warehousing Programme
<b>Division/Programme and Section/Project:</b>	Geoscience, Energy and Maritime (GEM) Division, Disaster and Community Resilience Programme (DCRP)
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Programme Manager – Pacific Humanitarian Warehousing Programme
<b>Number of Direct Reports:</b>	2
<b>Purpose of Role:</b>	The Programme Strategy Advisor will be responsible for developing and implementing strategies and action plans and ensuring their coherent integration across all elements of PHWP delivery, with a focus on gender equality, disability inclusion, social inclusion, localisation, social civil-military coordination, green humanitarian action, and climate change.
<b>Date:</b>	January 2024

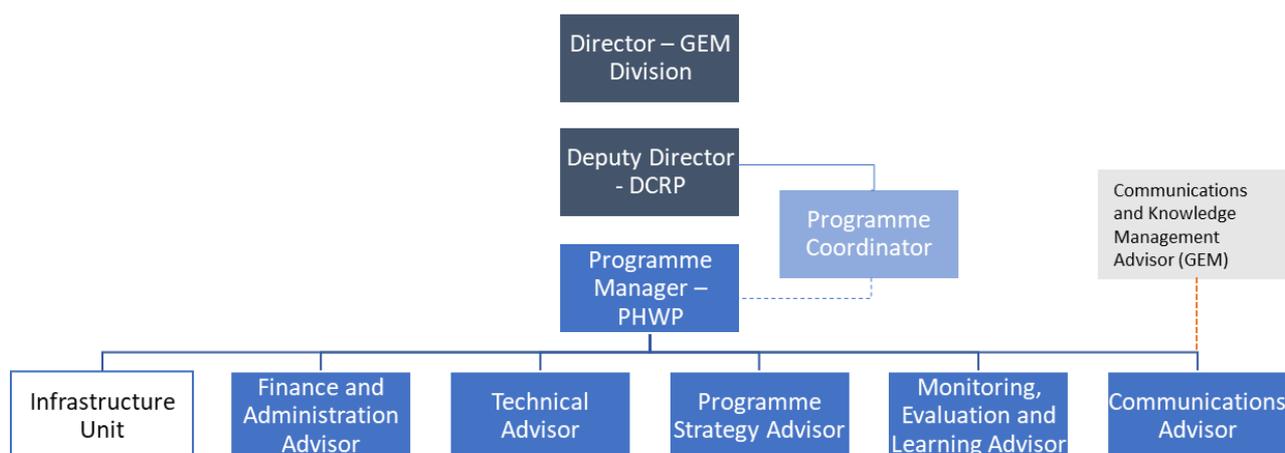
### Organisational Context and Organisation Chart

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 26 country and territory members. In pursuit of sustainable development to benefit the Pacific people, our organisation works across more than 20 sectors. We are known for our knowledge and innovation in fisheries science, public health, geoscience, and conservation of plant genetic resources for food and agriculture.

The SPC GEM Division is one of SPC's largest scientific and technical divisions, with a large staff complement. GEM is dispersed across two SPC campuses in Suva, Fiji. SPC GEM's strength lies in more than 50 years of expertise in the provision of critical data, applied science and technical expertise in seven core thematic areas of focus: disaster and climate risk management; earth and ocean observation; maritime transport services; ocean services and management; sustainable energy security; sustainable geo resources and geo surveys; and water security. The SPC GEM division implements several significant projects and programmes across four main programme areas: the Disaster and Community Resilience Programme (DCRP), Oceans and Maritime Programme (OMP), Georesources and Energy Programme (GEP), and Earth and Ocean Observation Services (EOO).

This position falls under the DCRP, the largest technical pillar of the SPC GEM Division. DCRP focuses on innovative applied science and technical action that helps Pacific Island Countries and territories (PICTs) respond to current and emerging priorities in disaster and climate risk management and water security. The programme leads SPC's work in operationalising the Framework for Resilient Development in the Pacific (FRDP) by providing coordinated technical support to SPC's members based on national and regional priorities.

The Pacific Humanitarian Warehousing Programme (PHWP) is a multi-donor, multi-country investment. Over eight years, Pacific and Timor-Leste governments and humanitarian partners will be supported by Australia and other development partners to provide disaster relief supplies to affected populations. This will be done by establishing or enhancing warehouses that are stocked with appropriate, approved supplies, are located for optimal accessibility and distribution, and have functional management agreements in place that can promote rapid turn-around in a humanitarian emergency.



**Key Result Areas (KRAs):**

The Programme Strategy Advisor will be responsible for developing and implementing strategies and action plans and ensuring their coherent integration across all elements of PHWP delivery, with a focus on gender equality, disability inclusion, social inclusion, localisation, social civil-military coordination, green humanitarian action, and climate change. The Advisor will ensure strategic priorities are fully integrated across all aspects of programme implementation, including the MEL Framework and Plan.

*The performance requirements of the Key Result Areas are broadly described below.*

Jobholder is accountable for	<i>Jobholder is successful when</i>
<b>KRA#1 Strategy design and integration – 30%</b>	<ul style="list-style-type: none"> <li>• Design and deliver pragmatic, adaptive, evidence-based whole of programme and country-based programme strategies and action plans to ensure the promotion of, and achievement of positive outcomes toward, <i>GEDSI, Climate and Disaster Resilience, Localization and Green Humanitarian Action</i>; Lead annual reviews to ensure ongoing relevance of each strategy and action plan.</li> <li>• Collaborate with internal and external stakeholders to ensure strategies are seamlessly integrated across all aspects of PHWP programming fostering a holistic and collaborative approach.</li> <li>• Develop and lead training and capacity-strengthening initiatives to support the integration of cross-cutting issues at the whole-of-programme and country level.</li> </ul>
<b>KRA#2 Advocacy and Stakeholder Engagement – 30%</b>	<ul style="list-style-type: none"> <li>• Take ownership of the Policy Dialogue Matrix to guide the programme’s policy engagement process, emphasising the following: facilitating government investments in disaster response, anticipatory action, sustainability, regional and sectoral coordination, and mainstreaming disaster preparedness.</li> <li>• Forge relationships with internal SPC stakeholders (subject-matter experts), DFAT, participating countries, civil society actors, the private sector, universities and CROP agencies to inform the policy development and implementation process.</li> </ul>

	<ul style="list-style-type: none"> <li>• Represent PHWP at external events, forums, panels and working groups to share best practices, promote thought leadership efforts and remain abreast of emerging trends.</li> </ul>
<b>KRA#3 - Monitoring and Reporting – 20%</b>	<ul style="list-style-type: none"> <li>• Develop and implement monitoring mechanisms to track the progress and impact of strategies and action plans. Provide technical assistance to the MEL team and implementing partners to develop, track, and report effectiveness against GEDSI, Climate and Disaster Resilience, and Localisation indicators, and disaggregate data by gender to facilitate analysis; Provide recommendations for amendments or pivots as required.</li> <li>• Prepare high-quality written material (reports, presentations, and documentation) to communicate programme strategies. Ensure compliance with reporting requirements and contribute to organizational learning through the documentation of best practices and lessons learned.</li> </ul>
<b>KRA#4 Management and Leadership – 20%</b>	<ul style="list-style-type: none"> <li>• Contributes to a team environment that is high-performing, respectful and committed to continuous learning.</li> <li>• Provide guidance and mentorship to other programme teams within PHWP, DCRP and the GEM Division more broadly. Offer expertise and support in strategic decision-making processes.</li> </ul>

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

**Most Challenging Duties Typically Undertaken (Complexity):**

<p>The PHWP is a new programme with a complex, diverse, and large stakeholder group. To this end, the key challenges include:</p> <ul style="list-style-type: none"> <li>• Embedding the program with the DCRP programme and GEM division.</li> <li>• Designing and implementing three high-priority programme strategies for a multi-country, multi-donor programme.</li> <li>• Operating with a high degree of ambiguity over the initial inception phase.</li> <li>• Ensuring each strategy is accompanied by country-level action plans.</li> </ul>
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**Functional Relationships & Relationship Skills:**

<b>Key internal and/or external contacts</b>	<b>Nature of the contact most typical</b>
<p><b>External</b> Key external contacts are:</p> <ul style="list-style-type: none"> <li>• DFAT</li> <li>• Other contributing donor governments (i.e., New Zealand, United States).</li> <li>• UN partners / operational working groups</li> <li>• Participating countries</li> <li>• Academia</li> <li>• CROP agencies</li> <li>• NDMO's</li> <li>• Civil society</li> <li>• Bilateral partners</li> </ul>	<p>Consult and negotiate on key strategy areas; Gather evidence and test approaches; Provide advice.</p>
<p><b>Internal</b> Key internal contacts are:</p>	<p>Consult and negotiate on key strategy areas; Gather evidence and test approaches; Provide advice.</p>

<ul style="list-style-type: none"> <li>• Director – GEM Division</li> <li>• Deputy Director – Disaster and Community Resilience Programme (Senior Responsible Owner)</li> <li>• PHWP Programme Manager and team colleagues</li> <li>• Managing contractor (Infrastructure Support Unit)</li> <li>• MEL Advisor.</li> <li>• Programme Board</li> <li>• HSRD</li> <li>• SPL</li> <li>• CCES</li> </ul>	
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**Level of Delegation:**

Routine Expenditure Budget: 0

Budget Sign off Authority without requiring approval from direct supervisor: € 50

**Personal Specification:**

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge/experience, qualifications, or equivalent level of learning through experience or key skills, attributes or job-specific competencies.*

**Qualifications**

<b>Essential:</b>	<b>Desirable:</b>
Postgraduate degree in a relevant area including law, international development, international relations, political science, gender, climate, or related field.	Master’s degree in a relevant area including law, international development, international relations, political science, gender, climate, or related field.

**Knowledge/Experience**

<b>Essential:</b>	<b>Desirable:</b>
<p>At least 7-8 years of relevant experience at the regional or international level in a strategic planning, programme management or advisory role for donor-funded projects or programmes.</p> <p>Demonstrated experience in the design, development or implementation of sectoral policies and strategies, particularly in the areas of GEDSI, localisation or climate and disaster resilience.</p> <p>Broad understanding of the development context and the challenges and opportunities that frame programme implementation within the Pacific.</p> <p>Experience in monitoring and responding to sectoral policy changes and adaptive programme management.</p>	<p>Experience working on MFAT, DFAT, USAID, FCDO or other large donor-funded projects.</p> <p>Understanding and familiarity with disaster preparedness and response frameworks within the Pacific.</p> <p>Awareness of the environmental and climate challenges facing Pacific Island countries.</p>

<p>A collaborative and open communication style with strong interpersonal and influencing capabilities to build relationships across different stakeholder groups.</p> <p>Excellent written and verbal communication skills, including an ability to effectively communicate complex information to technical and non-technical audiences.</p> <p>Demonstrated ability to work effectively in a team-based environment and supervise junior staff and consultants.</p> <p>Experience in successfully working within a deadline-driven environment.</p> <p>Fully functional computer skills across an array of Microsoft applications including Excel, Word, Outlook and PowerPoint.</p>	
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### Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> <li>• Skills in complex results-orientated and adaptive project design, management, and implementation.</li> <li>• Ability to navigate politically sensitive or ambiguous spaces with tact and diplomacy.</li> <li>• Analytical, technical, and project management skills</li> <li>• Interpersonal, liaison, networking, and relationship-building skills in a multicultural environment, especially with Pacific Islanders</li> <li>• Written and oral communication skills, including excellent written English and the ability to write for and report to various stakeholders to a high standard.</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Able to lead, mentor, and motivate a team comprising professionals and administrative staff.</li> <li>• Planning, facilitation, negotiation, and capacity-building skills</li> <li>• Able to establish and streamline robust project management systems and processes.</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Computer skills, including with the Microsoft Office Suite and with project management.</li> <li>• MEL and programme operations within environments that have technology and capacity limitations</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPC Regulations and Policies</li> <li>• Broad components of donor funding agreements.</li> </ul>

### Key Behaviors

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

### Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanour

#### **Change to Job Description:**

From time to time, it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.